Approved For Release 2000/06/19 : CIA-RDP81-00755R000100150004-4

UNCLASSIFIED RESTRICTED [redacted] SECRET
(SENDER WILL CIRCLE CLAS ATION TOP AND BOTTOM)

CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

TO		INITIALS	DATE
1	Asst Chief, Finance Div.		
2	[redacted]		
3	file		
4			
5			
FROM	25X1A9a	INITIALS	DATE
1	[redacted]		7 Dec,
2			
3			

☐ APPROVAL ☐ INFORMATION ☐ SIGNATURE
☐ ACTION ☐ DIRECT REPLY ☐ RETURN
☐ COMMENT ☐ PREPARATION OF REPLY ☐ DISPATCH
☐ CONCURRENCE ☐ RECOMMENDATION ☐ FILE

25X1A9a

REMARKS: Mr. [redacted] the use of form 35-1 cannot be substituted for the present log system of recording incoming & outgoing correspondence until concurrence is given by Inspection + Security as required by CIA [redacted]

25X1A

SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED over

FORM SEP. 1947 30-4

Records Management failed to get concurrence from I & S when this form was approved. I called them last week to be sure the Regulations had been complied with & after the checked they said the Regulation had been overlooked. I should have checked with them before having the memo typed; however, they have written to Security for Concurrence & I feel sure there will be no objection. In the meantime, you may want to consider this proposed change.

The change re filing by subject can still be made.

25X1A [redacted]

Will advise you as soon as Security gives a concurrence on the form 35-1 & you can log.

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